ATOS FILING SUMMARY OF PROCESSED AND PENDING DOCUMENTS
What are they?

From the ATOS main dashboard screen you will find two different activity views detailing the current document filing activity that has been submitted electronically.

I.   PROCESSED DOCUMENTS

This browse of processed documents shows a view of all the documents that have been submitted online via ATOS that has been processed/approved by MWCC. By clicking on the Docket number(if one is available) it will open up a detailed pop-up document of that claim file activity, which also allows you to print the document.

The "view detail" button will provide you a snapshot about the document that was filed, for example: if you are unable to see what the full filename or description because of the size of the column. This would allow you to see the full display of that name.

You can filter your list view by either searching on "claimant name" or by "MWCC"
For example: you can filter your list down to all claims with the last name of "SMITH"

The default item per page scroll number is set to 5.
By clicking on the down arrow next to the items per page, you can switch the number of claims/documents being viewed from 5 at a time, to either 10 or 20 per page.

There is a refreshed button located at the bottom far right of both the processed document view and the pending document view   refreshbutton

2. PENDING DOCUMENT

This browse provides a view of the documents that have been submitted but has not yet been processed/approved by MWCC.

ADDITIONAL DETAILS
* Please note that even though you may be party of record to many claims, If you have NOT submitted any documents electronically on that particular claim, they will not be displayed or accessible from this processed document view. However, if you wish to view a claim list of all your claims, you may do so, by clicking on "**Search**" from the top of the dashboard screen, and selecting "**claim list**" *will provide you a list of all claims that you are a* party of record to.

To search for ANY claims that have been filed with MWCC, you would click on "Search" from the top of the dashboard screen, and select "First Report". This will provide a list of all claims

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filed with MWCC regardless if you are party of record or not; you may then either scroll through the list, or search by "claimant name " or "SSN". You can scroll up to "30" claims per page.

FROM EITHER OF THE PROCESSED DOCUMENTS, CLAIMS LIST, OR FIRST REPORT views. You can click on either the **docket number** (if one is available) or the wording **"non-controverted"** to open up a pop-up view of the claims activity.

At the bottom of the pop-up window activity list, you will be given access to the document viewer based on:

*If you are a party to the claim, you will be granted access to the document viewer for each document in the file. The following message will be displayed if you are a party to the claim: **"You have been granted access to the documents. Click here to open the document viewer."**

If not a party to the claim, you will not have access to the document viewer. Message displayed is **" You are not a party to these documents"**

See sample pop-up claims activity view on next page.